



POSITION ANNOUNCEMENT

Fiscal Services Administrator II (Assistant Director of Budget Management)

Management Services

\$48,691 - \$78,173 (Grade 19)

The Maryland Department of Public Safety & Correctional Services (DPSCS) is currently recruiting to fill two (2) Fiscal Services Administrator II positions. Fiscal Services Administrators are responsible for directing and coordinating fiscal activities to include accounting, budgeting or auditing for a secretariat level department or independent agency, or administering specialized fiscal programs involving commercial enterprises, revenue bonds, independent investments or financial analysis of private corporations.

Employees in these positions directly supervise professional fiscal staff to include Accountants, Agency Budget Specialists, Financial Compliance Auditors or Internal Auditors or manage such staff through subordinate supervisors or managers.

These are at-will positions serving at the pleasure of the Secretary of DPSCS, and reporting to the Director of Financial Services, Office of the Secretary. A thorough overview of the Department may be found at www.dpscs.state.md.us.

Assistant Director of Budget Management

The Assistant Director of Budget Management assists the Director in supervising and monitoring the development, preparation, submission and implementation of the Department's operating budget. Also the incumbent will assist management staff in exercising budgetary control of expenditures for the agencies within the Department.

Assistant Director of Accounting

The Assistant Director of Accounting assists the Director of Accounting Operations and is responsible for all Department financial Management Information System operations; Capital Projects Accounting; and Operating Accounting and Budgeting Services.

Minimum Qualifications:

Education - A bachelor's degree in accounting from an accredited college or university, or a bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses, including or supplemented by 3 credits in auditing.

Experience -Four years of professional experience examining, analyzing and interpreting financial/budget systems, records and reports, and to preferably include two years supervising professional accountants.

Notes -

1. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
2. Possession of a certificate as a Certified Public Accountant, or a master's degree in accounting, or MBA from an accredited college or university may be substituted for one year of the required experience.

Selection Process:

Applicants will be evaluated based on the materials submitted in relation to the above position(s) requirements and essential job functions. Therefore, it is important to provide complete and accurate information. You must include a completed Maryland State application (MS100) that clearly details your experience relative to the requirements for this position. You may also include any other information or materials that demonstrate that you possess the necessary knowledge, skills and abilities and any certifications you have obtained as identified above.

NOTE: YOU MUST INDICATE THE WORKING TITLE OF THE POSITION YOU ARE APPLYING FOR YOUR MS 100 APPLICATION. IF YOU ARE APPLYING FOR BOTH POSITIONS, YOU MUST SUBMIT TWO SEPARATE APPLICATIONS.

TO APPLY: Send your application by **June 25, 2010 to:**

**DPSCS Recruitment & Examination Unit
ATTN: J. Carter, Manager
6776 Reisterstown Road, Suite 309
Baltimore, MD 21215**

Post date: June 10, 2010

Equal Opportunity/ADA Employer